

ASPIRA, Inc. OF NEW JERSEY



ESSEX COUNTY CENTER
390 BROAD STREET, NEWARK, NEW JERSEY 07104 • 201-484-7554 • FAX 201-484-0184

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MEMORANDUM

TO: Mr. Roberto Del Rios,
Executive Director

FROM: Mr. Ivan Mendez, Parent Advocate 

RE: Annual Report 1993-1994; Parent Advocacy Program

DATE: July 18th, 1994.

Attached you will find the Narrative/Statistical Annual
Report for the 1993-1994 Program year.

I-INTRODUCTION

I began working for ASPIRA Inc. of New Jersey on November 15th, 1993 as the Parent Advocate.

My primary responsibility was to work with the parents of the Luis Munoz Marin students that were participating in the Academic Continuance Program. This included having an active caseload of parents, coordinating and/or presenting workshops to parents and working as a liaison between the parents, school administrators, other school personnel and the students. Other duties were to be assigned to me as needed.

II- HIGHLIGHTS

The highlight of the program are the innovative efforts that are being directed at helping students by having a handle on home situations and needs that may hinder student development in school; this has come about through the work done with their parents.

IV. COUNSELING SESSIONS

TOTAL 29730 COUNSELING SESSIONS

1. INITIAL SESSION	770	2.59%	*	33	3.18 %
2. CAREER COUNSELING	4315	14.51%	*	124	6.0 %
3. ACADEMIC COUNSELING	465	1.56%	*	15	1.45 %
4. ADMISSIONS COUNSELING	160	.59%	*	6	.58 %
5. FINANCIAL AID COUNSELING	2055	6.91%	*	81	7.80 %
6. LEADERSHIP DEV.	75	.25%	*	6	.58 %
7. PERSONAL COUNSELING	12210	41.07%	*	475	45.76 %
8. HOME VISITS	4290	14.43%	*	113	10.89 %
9. CLUB MEETINGS	845	2.84%	*	7	.67 %
10. REFERRALS	690	2.32%	*	28	2.70 %
11. CASE CONFERENCE	3855	12.97%	*	150	14.45 %

TOTAL 29730 (495hrs, 50ms) 1038

5. Attended Health Careers Conference, Robert Woods Johnson, New Brunswick, April 9th.
6. Attended State Takeover Forum, Rutgers Newark, April 16th.
7. Attended Youth Conference, Rutgers University, N. Brunswick, April 29th.
8. March Against Drugs, June 11th.
9. Trip to Dorney Park, as Chaperone, June 15th.

For purposes of staff development, I attended a total of 5 agency meetings, 7 other meetings, 4 workshops, 1 orientation, 2 public relations events and 9 other events during the year.

STAFF DEVELOPMENT

AGENCY MEETINGS

1. General Staff Meeting, E.C.C., Dec. 6th.
2. General Staff Meeting, E.C.C., Nwk., Jan. 7th.
3. General Staff Meeting, E.C.C., Nwk., March 11th.
4. General Staff Meeting, E.C.C., Nwk., April 14th.
5. General Staff Meeting, E.C.C., Nwk., June 24th.

OTHER MEETINGS

1. Attended S.A.B. Meeting, E.C.C., Nwk., Nov. 17th.
2. Attended Club Meeting, LMM, Nwk., Nov. 23rd.
3. Meeting with Mr. Lopez, re: School policies, LMM, Nwk., Feb. 15th.
4. Home School Council Meeting, LMM, Nwk., April 20th (6:00 pm.)
5. Home School Council Meeting, LMM, Nwk., April 20th (6:00 pm.)
6. Anti-Drug March Meeting, LMM, Nwk., May 13th.
7. Anti-Drug March Meeting, LMM, Nwk., May 27th.

WORKSHOPS

1. "Create a Banner" workshop, E.C.C., Nwk., Nov. 18th.
2. "Conflict Management" Workshop, E.C.C., Nwk., Feb. 4th.
3. "Computer" Workshop, E.C.C., Nwk., Feb. 14th.
4. "Learning About the Environment" Workshop, LMM, Nwk., May 5th.

Public Relations

1. Attended Farewell Party for Mr. Juarbe, Vice-Principal, at Spanish Manor, Newark April 22nd.
2. UMDNJ Parent Conference, June 10th.

ORIENTATIONS

1. Orientation with Mr. Figueroa, E.C.C., Nwk., Dec. 17th.

OTHERS

1. Attended Latino Male Conference, Trenton State Coll. Nov. 19th.
2. Home School Council Party, LMM, Nwk., Dec. 17th.
3. Participated in ETS trainings, March 1st-4th.
4. Attended Field trip to Rutgers New Brunswick, March 25th.